

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs

**EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
FY 2008**

AMENDMENT APPLICATION

1. LEA:			Project Code: EFB ____ 08			
2. Chief School Administrator:			2a. Telephone #:			
3. Project Director:			3a. Telephone #:		3b. FAX #:	
4. Address:			5. County Name:			
			5a. County Code:			
			Project Duration: 9/1/2007 - 6/30/2008			
6. Reason funds will not be expended as approved:						
7. EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	FUNDING SOURCES				
		STATE		LOCAL		TOTAL
		Approved	Amended	Approved	Amended	
INSTRUCTION						
Personal Services - Salaries	100-100					
Purchased Prof. & Tech. Services	100-300					
Other Purchased Services	100-500					
General Supplies	100-600					
Other Objects	100-800					
SUBTOTAL INSTRUCTION						
SUPPORT SERVICES						
Personal Services - Salaries	200-100					
Personal Services-Employee Benefits	200-200					
Purchased Prof.-Ed Services	200-300					
Purchased Prof. - Ed. Services	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
SUBTOTAL-SUPPORT SERVICES						
FAC ACQ & CON. SERV						
Buildings (Use Charge)	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL-FAC. ACQ. & CON. SERV.						
Schoolwide Programs: Abbott	520-930					
Schoolwide Programs: Non-Abbott	520-932					
TOTAL						
I certify that this report is accurate to the best of my knowledge.						
8. LEA Chief School Administrator (<i>signature</i>):			Date:			
9. LEA Board Secretary (<i>signature</i>):			Board Approval Date:			
NJDOE USE ONLY						
Approved	Denied	OVTICIP Signature:	Date:			
Approved	Denied	OGMD Signature:	Date:			

**EVENING SCHOOL FOR FOREIGN-BORN RESIDENTS
FY 2008**

INSTRUCTIONS FOR COMPLETING THE AMENDMENT APPLICATION

NOTE: Refer to the *Uniform Minimum Chart of Accounts* distributed by the NJDOE for specific instructions regarding classification of expenditures within category headings. A *Quick Reference of Commonly Requested Costs* can be found on the Department's Web site at: www.nj.gov/njded/voc/perkins/2005/appendices/app_k1.doc

1. Complete the identifying information in lines 1 through 5a.
2. Provide the reason for the proposed change in line 6. An amendment application is required for changes between Expenditures Categories (measured cumulatively throughout the fiscal year) in excess of 10 percent of the total award; when budgeting expenditures in a category for which no funds were previously budgeted or approved; or for any changes in scope of activities being implemented.
3. Under the **Approved** column, enter the amount by line item from the originally approved budget or most recently approved amended budget. Under the **Amended** column, enter the amount by line item of the proposed amended budget. Budget amounts in whole dollars only.
4. The **Total** for the Approved State column must equal the Total for the Amended State column. Similarly, the Total for the Approved Local column must equal the Total for the Amended Local column. State and Local amended columns.
5. The Chief School Administrator and Board Secretary must sign and date the Amendment Application at the bottom of the form in the spaces provided.
6. Enter the date the district board of education approved the Amendment Application.

Send the original Amendment Application to:

New Jersey Department of Education
Office of Vocational-Technical, Career and Innovative Programs
P.O. Box 500
Trenton, New Jersey 08625-0500

Please maintain a copy of the form in the district office.

All Amendment Applications must be submitted no later than May 1, 2008.